

**Enrolled Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, June 19, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, June 19, 2017** at the time of 7:06 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Susan Murovic, Advisory Board of Zoning Appeals; and Ed Dabrowski, IT (Contract) Consultant were also present.

Guests present: Mr. Tim Carlton and Ms. Roberta Lasocki; and Robin Carlascio of the Idea Factory were also present.

General Substance of Matters Discussed or Proposed

1. **Discussion with Tim Carlton Regarding 8804 Kennedy Avenue.** Mr. Carlton, 3330 LaPorte Avenue, Highland owns house on intersection of Kennedy Avenue and Wicker Avenue (8804 Kennedy Avenue), that has the retaining wall. Mr. Carlton seeks to discuss with the Town Council the continuing issue of the retaining wall and its effects on his residence's structure. *(This matter was discussed with Mr. Carlton and the Town Council at its study session of November 21, 2016. It is further noted that the Town Council discussed this matter at its March 21, 2016 meeting as well.)*

Mr. Carlton described further concerns about negative affects on his the house at 8804 Kennedy Avenue that he attributed to the declining retaining wall. He further reported that the sidewalk was damaged from erosion. Mr. Carlton appeared with Ms. Lasocki to seek information on the status of this matter, particularly whether the town had determined whether to repair the retaining wall or instead to purchase the house. Mr. Carlton noted that based upon his appraisal, his selling price would be \$160,000.

It was noted that the Public Works Director has previously reported that the cost estimate for reconstruction of the sidewalk and the retaining wall was \$138,098.00. It was further noted that based upon appraisal obtained by the Public Works Director, the average appraisal was \$98,000.

It was determined that the Town Council would request that the appraisals be redone from different appraisers. Once completed, there could be a meeting with Mr. Carlton and the Town regarding the disposition of the matter.

2. **Discuss request regarding purchase of computers presented by the IT Consultant (Contract) Director.** Mr. Dabrowski discussed his requested authorization to purchase 19 Dell Brand new desktop style computers and 10 monitors for replacement in the Police Department and a few other departments. He indicated that he made the request in consultation with Jerry Koedyker, the IT Staff person in the Police Department. *He noted that with this purchase he was changing the rotation for replacement from three years to four years.* The total cost of the proposed purchase is \$21,842.84.

The Town Council discussed with Mr. Dabrowski the status of the disposal of computers put out of service and the employee satisfaction with the Dell computers. Mr. Dabrowski reported that he was aware of no complaints regarding the Dell computers.

There was no objection when the Town Council President indicated that the matter would be placed on the agenda for June 26.

3. **Perform added mark-up on *Introduced Ordinance No. 1647: Amending the Public Records Management Chapter of the Highland Municipal Code.***

The Clerk-Treasurer reviewed again the several places where the Town Council would need to determine policy where state law granted local discretion in the access to records law. The Clerk-Treasurer noted that whatever it determined, the Town Council would need to make the policy uniform for all departments.

The Clerk-Treasurer recommended that for the changes related to law enforcement records, the policy chief be consulted for the mark-up.

It was agreed that the next mark-up should include the Town Attorney and the Police Chief to inform the measures needed.

4. **Discussion of Request of School Town made by the Idea Factory, Regarding Porting its Newsletter in the Utility Bill.** With leave from the Town Council, Ms. Carlascio of the Idea Factory presented a request from the School Town of Highland to allow for its newsletter, produced 6 times per year, to be included in the monthly utility bills. Ms. Carlascio stated that Idea Factory was engaged to be the content provider for the School Town newsletter. She also noted that in most cases, the School Town newsletter would not increase the postage associated with the usual mailing. She further represented that the School Town would bear costs associated with the porting.

Noting that the Board of Waterworks has authority regarding the utility billing, and an interlocal agreement would be likely, the Town Council could offer its guidance on the matter.

It was determined that the matter be placed on the agenda for the plenary business meeting for June 26. If desired, the Town Council could vote to instruct the Town Council President to send written direction to the Board of Waterworks Directors of the Town Council's favor of the request and to take measures to implement. It was further noted that the Town Attorney, as attorney for the Water Utility and the School Town could well assist with the interlocal cooperation agreement needed to carry out the matter.

5. **Discuss the likely matters for the meeting on June 26.** The Clerk-Treasurer and the Town Council reviewed the listed matters as of the study session that were likely to be on the agenda for the meeting of June 26.

Councilor Kuiper requested that the matter of additional sergeants positions for the Police Department be added to the agenda. The Town Council discussed whether the same number of sergeant positions was still being sought owing to news of the announced retirement of Sergeant Michael O'Donnell. It was determined that Councilor Kuiper should consult with the Police Chief to clarify the needs for any such ordinance. Once determined, the matter should be placed on the agenda for June 26.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, June 19, 2017**, was adjourned at 7:38 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer